



FINANCE COMMITTEE

CITY COUNCIL

MONDAY, OCTOBER 1, 2007
CITY COUNCIL OFFICE
5:00 p.m.
AGENDA

Committee: M. Goodman-Hinnershitz, Chair; S. Fuhs; J. Waltman

- | | |
|---|------------------|
| I. Committee of the Whole | 5:00 p.m. |
| • Parking Authority - Commercial Loading Zone Ordinance | |
| Human Relations Commission | 5:20 p.m. |
| • Presentation by Managing Director | |
| II. Presentation & Review of CDBG Action Plan | 5:45p.m. |
| III. Presentation of Preliminary 2008 Budget | 6:15 p.m. |
| • Summary of Expenses-Revenues | |
| • 2008 Full-Time Positions | |
| • Revenue/Tax Adjustments | |
| IV. Presentation of Preliminary 2008 CIP | 6:45 p.m. |
| V. Review Codes Budget | 7:15 p.m. |
| VI. Repayment of UDAG Loan and Use of Agency Funds | 8:00 p.m. |
| <i>See attached memo from Council President Spencer</i> | |
| VII. Review-Discuss Trust Fund Ordinance | |

Budget Committee Meeting Schedule

- Thursday, October 4th at 4 p.m. – Review of Revenues
- Thursday, October 11th at 4 p.m. – CD Budget
- Tuesday, October 16th at 4 p.m. - PW Budget
- Thursday, October 18th at 4 p.m. - Recommendations to Administration

Upcoming Issues

Trash and Recycling Costs

Land Value Tax – Two Tier Tax -

Policy for the review and adoption of bonds and other financing initiatives

Storm Sewer Utility

Water Authority

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Reading Parking Authority Memo

To: Reading City Council

From: Lawrence Lee
Executive Director, Reading Parking Authority
Date: Monday, 1 October 2007

Re: Loading Zone

Background

Article 15-412 of the City of Reading Traffic Ordinances provides for loading zones throughout the city designated for vehicle parking in certain limited timed areas for the expressed purpose of loading and unloading.

Previous Action Required / Completed

Current provisions provide limited timed parking for trucks and other vehicles to load/unload in designated areas. These stipulations are not sufficient to deter parking at our Second and Washington Streets garage with over 20,000 square feet of retail space.

Review and Recommendation

The Reading Parking Authority believes that the current restrictions for loading zones will not effectively deter parking in the critical loading area along the 200 block of Court Street. This area was designed to be a loading zone for the retail spaces in the garage, but it is absolutely essential that this space ONLY be used by tractor trailers and service vehicles to provide supplies to the retail space. Currently, truck loading zone signs do allow pick up truck parking and SUV parking since these vehicles are designated as “trucks” in the state of Pennsylvania. The Parking Authority suggests “Commercial Truck Loading/Unloading Only” signage to restrict truck parking to authorized commercial service vehicles.

The Authority does not see a need to change the parking fines from the already established rates of \$25.00 for the initial fine and \$40.00 after ten days if not paid.

Recommended Motion

Approve a resolution to incorporate “Commercial Truck Loading/Unloading Only” signage on the 200 block of Court Street to compliment the proposed retail space for that area.

$\mathbb{N} = \{1, 2, 3, \dots\}$ (Natural numbers), $\mathbb{Z} = \{\dots, -2, -1, 0, 1, 2, \dots\}$ (Integers), $\mathbb{Q} = \{\frac{a}{b} \mid a, b \in \mathbb{Z}, b \neq 0\}$ (Rational numbers), $\mathbb{R} = \{x \mid x \text{ is a real number}\}$ (Real numbers), $\mathbb{C} = \{a + bi \mid a, b \in \mathbb{R}, i^2 = -1\}$ (Complex numbers).

B I L L N O. _____ 2007
A N O R D I N A N C E

AN ORDINANCE AMENDING THE CITY OF READING CODIFIED ORDINANCES BY ADDING LANGUAGE PERTAINING TO COMMERCIAL LOADING ZONES IN CHAPTER 15, SECTION 412.

THEREFORE THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. . Amending the City of Reading Codified Ordinances by adding language pertaining to Commercial Loading Zones in Chapter 15, Sections as follows:

§15-412. Parking, Stopping, Standing or Drifting Prohibited in a Loading Zone or Timed Zone.
No person shall allow a vehicle to be parked, stopped, standing or drifted to conceal an officers chalk mark without loading activity for more than 30 minutes in a marked loading zone or more than timed designated within the timed zone.

- A. It shall be unlawful for any vehicle other than a Commercial Vehicle to occupy any commercial loading zone within the city during the hours indicated on the signs marking such zones. "Commercial vehicle" shall mean all motor vehicles used for the transportation goods, wares or merchandise, and/or all motor vehicles designed and used for drawing other vehicles and not so constructed to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn with a Gross Vehicle Weight (GVW) of 10,000 pounds or more.*

SECTION 2. This ordinance shall be effective ten (10) days after its adoption and approval by the Mayor, or repassage by City Council over the Mayor's veto, in accordance with Section 219 of the City of Reading Home Rule Charter, or as set forth in Section 221 of the City of Reading Home Rule Charter.

Enacted _____, 2007

President of Council

Attest:

City Clerk
(Reading Parking Authority & Council Staff)

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

2008 Budget Calendar

- June 9 – Budget Summit
- July 14 – Budget Summit Policy Issues
- July 16 – Preparation and Submission of Department Descriptions and Goals and Services Provided
- August 1 – Preparation and Submission of Detailed Department Budget
- September 5 – MD's Proposed CIP submitted to City Council and appropriate Boards and Commissions
- September 5 – October 5 –Submittal of Proposed CIP to City Council.
- September 5 – Submission of departmental budget requests to Council Budget Committee
- September 10 - Budget Sub-committee Begins Review of General Fund Budget requests.
- October 8 – Budget Sub-committee recommendations made to Managing Director; Pending Budget returned to Departments for review
- October 15 –Discussion on Prelim. Budget at Special Finance Committee Meeting & Submission of any increased tax or fee ordinances
- November 1 – Formal presentation of 2007 Budget (General Fund and CIP) to Council & Introduction of Budget Ordinances at Special Meetings; Introduction of Fee and Tax Ordinances
- November 1 - Advertisement of General Fund and CIP Budget (Note: Figures to City Clerk by Monday Oct 29 to allow preparation of the advertisements)
- November 8 – Special Meeting (if necessary) for the Introduction of Budget Amendments
- November 12 – Last day to Introduce Budget Amendments at Special Session
- November 15 – Capital Budget Public Hearing 5:30 p.m. Council Chambers
- November 19 – General Fund Budget Public Hearing 5:30 p.m. Council Chambers
- November 26 – Adoption of General Fund Budget, CIP Budget, and any Tax and Fee Ordinances

TO: CITY COUNCIL
FROM: ADAM MUKERJI, MANAGER
CC: THOMAS MCMAHON, MAYOR
LEON CHURCHILL, MANAGING DIRECTOR
MEETING DATE: NOVEMBER 12, 2007
AGENDA MEMO DATE: OCTOBER 1, 2007
REQUESTED ACTION: To approve submission of the FFY2008 (34th CD year January 1, 2008 to December 31, 2008) Action Plan to the U.S. Department of Housing and Urban Development (HUD).

CD is asking City Council to pass the resolution at the **November 12, 2007** City Council meeting.

BACKGROUND: For the fiscal year beginning on January 1, 2008, the City of Reading anticipates receiving approximately \$3,000,000 CDBG, \$950,000 HOME, \$135,000 ESG funds from the U.S. Department of Housing and Urban Development (HUD). HUD requires the City to expend those funds in accordance with federal regulations and City policy as detailed in both a five-year Consolidated Plan and a one-year Action Plan. The Consolidated Plan is applicable to the 30th to 34th CD years January 1, 2004 to December 31, 2008. The Action Plan is the annual budget explaining how the administration intends to spend HUD funds and demonstrate how those expenditures conform to HUD regulations. Action Plans must be submitted to HUD for review and approval at least forty-five (45) days prior to the beginning of each fiscal year. Community Development develops the Action Plan based upon requests from City Departments and the general public. Community Development reviews the requests to determine compatibility with HUD regulations, the Consolidated Plan, and City policy. The Action Plan is advertised and made available for public review and comment for a period of thirty (30) days. Community Development will present the Action Plan in a formal public hearing in the form of a televised broadcast on BCTV. Upon approval by Council, the Action Plan will be sent to HUD for their review and approval.

BUDGETARY IMPACT: None.

PREVIOUS ACTION: None.

SUBSEQUENT ACTION: If approved by Council, the FFY2008 (34th CD year January 1, 2008 to December 31, 2008) Action Plan will be submitted to HUD on November 15, 2007 for their review and approval.

RECOMMENDED BY: Managing Director and Mayor.

RECOMMENDED MOTION: To approve/deny a Council Resolution authorizing submission of the Action Plan to the Department of Housing and Urban Development for their review and approval.

RESOLUTION No. _____

RESOLUTION OF THE COUNCIL OF THE CITY OF READING AUTHORIZING SUBMISSION OF THE FFY2008 (34TH CD YEAR JANUARY 1, 2008 TO DECEMBER 31, 2008) ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, under 24 CFR Part 91, the U.S. Department of Housing and Urban Development (HUD) outlines the consolidated submissions for community planning and development programs which will serve as: (1) a planning document for the City that builds on a participatory process at the grass roots level, (2) an application for federal funds under HUD's formula grant program, (3) a strategy to be followed in carrying out HUD programs, and (4) an Action Plan that provides a basis for assessing performance;

WHEREAS, the FFY2004 to FFY2008 five year Consolidated Plan (30th to 34th CD years January 1, 2004 to December 31, 2008) that addresses the housing and community development needs of the City has been previously approved by City Council;

WHEREAS, the FFY2008 (34th CD year January 1, 2008 to December 31, 2008) Action Plan specifies activities the City will undertake to address priority needs and local objectives using formula grant funds and program income the City expects to receive during the program year;

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF READING THAT:

The FFY2008 (34th CD year January 1, 2008 to December 31, 2008) Action Plan is hereby approved.

The Mayor, on behalf of the City of Reading, is authorized and directed to file the application for financial assistance to carry out the housing and community development activities outlined in the plan; and to execute the necessary certifications in connection with the plan and provide such additional information as may be required.

PASSED COUNCIL _____, 2007

PRESIDENT OF COUNCIL

ATTEST:

CITY CLERK

FFY2008 CDBG est. ent. \$3,000,000

		<u>2006</u>	<u>2007</u>	<u>est not</u>	<u>2008 req</u>	<u>2008 AP</u>	<u>differ</u>	<u>%</u>
		(amend.)	incl unprog	drwn on 09/24/07				
<u>Public Services</u>								
Calvary Day Care				NA	\$17,750	\$0	(\$17,750)	- 100%
CARE			\$20,000	\$20,000				
Community Policing		\$346,500	\$375,000	\$213,693	\$338,000	\$339,000	\$1,000	0%
Millmont RAFT		\$22,500	\$25,000	\$20,709	\$25,000	\$25,000	\$0	0%
NHS education				NA	\$50,000	\$0	(\$50,000)	- 100%
Olivet's southeast		\$72,000	\$58,000	\$19,516	\$82,850	\$0	(\$82,850)	- 100%
OND/RBI Organizers		\$85,500	\$154,376	\$144,604				
Recreation NEAR		\$72,000	\$80,000	\$62,977	\$80,000	\$80,000	\$0	0%
PS activity delivery		\$10,000	\$6,000	NA	\$6,000	\$6,000	\$0	0%

Public Service total \$450,000 cap

\$450,000

<u>CDBG Other</u>								
Abe Lincoln Hotel 108 payment		\$281,000	\$260,000	\$79,907	\$216,000	\$216,000	\$0	0%
Adopt-A-Tree		\$18,000		NA	\$20,000	\$20,000	\$0	0%
AIM			\$50,000	\$50,000				
CDBG Program Admin. (20% cap)		\$630,000	\$600,000	\$760,646	\$600,000	\$600,000	\$0	0%
Centre Park Bldg Façade			\$100,000	\$100,000				
City Park		\$178,721	\$392,000	\$419,905				
Code Enforcement		\$225,000	\$336,000	\$169,339	\$350,000	\$350,000	\$0	0%
Commercial Façade (slum blight)				NA	\$100,000	\$100,000	\$0	0%
Commercial Façade (LMA)			\$20,000	\$20,000				
529 Court Street Façade (slum blight)			\$20,000	\$20,000				
County Demo - Low Mod Housing		\$198,000		NA				
Emergency Demo		\$280,000	\$509,000	\$416,800	\$500,000	\$500,000	\$0	0%
Façade activity delivery (slum blight)				NA				
Fair Housing Materials			\$20,000	\$20,000				
Family Business - Loan Loss Reserve		\$540,000		NA				
Fire Engine 1			\$475,000	\$4,944				
Fire Engine 3			\$475,000	\$4,944				
Fire Engine 11			\$475,000	\$4,944				
Fire Engine 13			\$475,000	\$4,944				
Fire Ladder 3	CIP funding needed for balance			NA	\$850,000	\$144,000	(\$706,000)	-83%
Habitat Facade	not eligible/fundible			NA	\$50,000	\$0	(\$50,000)	- 100%
Habitat land acquisition				NA	\$50,000	\$50,000	\$0	0%
Hamden Park				NA	\$165,000	\$165,000	\$0	0%
Hillside Playground				NA	\$115,000	\$115,000	\$0	0%
Our City Reading Inc. - Deconversions		\$225,000		\$200,000	\$350,000	\$0	(\$350,000)	- 100%
Liberty Façade			\$100,000	\$100,000				
Liberty Fire (slum blight)	eligible ? fundable ?			NA	\$1,502,500	\$0	(\$1,502,500)	-

								100%
Major System Rehab - NHS			\$180,000	\$180,000	\$200,000	\$150,000	(\$50,000)	-25%
NHS acquis rehab resale	fund as a HOME CHDO			NA	\$120,000	\$0	(\$120,000)	-100%
NHS Facelift / GWC	eligible ? fundable ?			NA	\$10,000	\$0	(\$10,000)	-100%
NHS HOP			\$375,000	\$194,723	\$100,000	\$100,000	\$0	0%
Olivet / PAL Bldg. Façade			\$100,000	\$100,000	\$100,000			
Re-Lighting			\$450,000	\$450,000	\$450,000			
Residential Façade (slum blight)			\$60,000	\$60,000	\$55,000	\$40,000	(\$15,000)	-27%
CDBG total						\$2,550,000		

FFY 2008 HOME est. \$950,000		<u>2006</u>	<u>2007</u>		<u>2008 req</u>	<u>2008 AP</u>	<u>differ</u>	<u>%</u>
		(amend.)	incl unprog					
Habitat					\$75,000	\$0	(\$75,000)	-100%
HOME Admin. (10% cap)		\$99,917	\$99,000		\$95,000	\$95,000	\$0	0%
NHS CHDO Admin					\$46,000	\$0	(\$46,000)	-100%
NHS CHDO Set Aside		\$74,925	\$150,000		\$120,000	\$150,000	\$30,000	25%
NHS HOP	funded under CDBG	\$100,000						
OCR		\$509,403	\$630,000		\$850,000	\$580,000	(\$270,000)	-32%
Activity delivery - Rehab Spec	Rehabbers payroll, expenses	\$115,000	\$120,000		\$125,000	\$125,000	\$0	0%
RHA/HC CHDO Admin		\$25,000						
RHA/HC CHDO Set Aside		\$74,925						
2nd & Washington Streets Apts.			\$850,000					
HOME total						\$950,000		

FFY2008 ESG est. 135,000		<u>2006</u>	<u>2007</u>		<u>2008 req</u>	<u>2008 AP</u>	<u>differ</u>	<u>%</u>
		(amend.)	incl unprog					
BWIC			\$68,000					
ESG Admin. (5% cap)		\$6,830	\$6,750		\$6,750	\$6,750	\$0	0%
OH		\$129,770	\$112,198		\$252,248	\$128,250	(\$123,998)	-49%
BCAP	Berks County may fund							
Easy Does It	Berks County may fund							
Family Promise	Berks County may fund							
Mary's Shelter	Berks County may fund							
ESG total						\$135,000		

Sect 108 loan pay. (exc. Lincoln)

Buttonwood Gateway	\$169,157
KVP	\$150,928
Goggle Works	\$241,326
Readings Future	\$163,368

Total Section 108 \$724,779

\$640,000 slum and blight cap

2008 Emergency Demolitions	\$500,000
Commercial Façade	\$100,000
Residential Façade	\$40,000

2005 and prior CDBG

not drawn est. on 09/24/07

2005 CDBG Admin	\$105,000
2005 Deconversion OCR	\$152,400
Ambulance/EMS Building	\$27,369
Brookline Playground	\$101,384
Economic Development	\$225,000
Vacant Rehab OCR	\$327,000

Total [add \$625,000 for demo return] \$938,153



TO: Leon Churchill, Managing Director
David Cituk, City Auditor
FROM: Vaughn D. Spencer, President of Council
DATE: September 7, 2007
SUBJECT: UDAG Repayment Fund

During our discussion about UDAG funds at the September 4th Finance Committee meeting it was reported that UDAG Repayment Funds are posted to the Agency Fund. When reviewing the 2006 External Audit I was unable to locate the Agency Fund. Would you please show the City Clerk where this information is located so she can instruct the members of Council?

Also, the last resolution (attached) the City Clerk could locate that pertains to the repayment of the CNA UDAG loan states "That future UDAG repayments shall be placed into the UDAG Repayment Account until such time as City Council authorizes transfers to other accounts.

I asked the City Clerk to look for the Agency Fund in the Citrix program. She located several areas that are non-General fund accounts. The printouts are attached for your review. Could you please let us know which the correct account is and which line item the UDAG Repayment funds are posted in? I would also be interested in learning what the other line items and accounts are associated with and used for. Could you tell us how many other Funds like this exist and their existing fund balance, along with the other deposits made into these accounts? Could you also provide us with an explanation about where the Administration gets authorization to spend money in these accounts without Council's authorization?

I would appreciate your help in educating City Council about this issue.

C: Members of Council
Mayor
City Clerk

BILL NO. _____
AN ORDINANCE

ESTABLISHING A PARK AND RECREATION TRUST FUND TO PROVIDE FOR THE PRESERVATION, REHABILITATION, MAINTENANCE AND CREATION OF PARK AND RECREATION FACILITIES, ACTIVE AND PASSIVE, OWNED BY THE CITY OF READING AND TO PROVIDE FOR NEW AND EXISTING RECREATION PROGRAMS THAT WILL SERVE THE CITIZENS OF READING PENNSYLVANIA.

WHEREAS, the cost of providing all public services to our citizens has risen beyond the combination of all tax revenue collected annually. Therefore, the City of Reading City Council establishes this Park and Recreation Trust Fund to finance the ongoing rehabilitation and maintenance of our park and recreation facilities, active and passive, to create new park and recreation areas, and to provide existing and new recreation programs that will serve all Reading citizens.

THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Establishment and Purpose. Establishing a Park and Recreation Trust Fund which will be administered by the City of Reading City Council. The Park and Recreation Trust Fund shall be used to finance the ongoing preservation, rehabilitation, maintenance and creation of park and recreation facilities and to provide for new and existing recreation programs that will serve the citizens of Reading Pennsylvania. The first deposit to this Park and Recreation Trust Fund shall be one half the proceeds from the sale of the property known to all as the Antietam Lake Parcel.

SECTION 2. Powers and Duties.

A. The City of Reading City Council is authorized to use the Park and Recreation Trust Fund to undertake the duties described herein and also to acquire all types of interests in real property including but not limited to fee simple acquisitions, easements, licenses, and/or development rights or any other lesser interest in real estate in or outside the City for Park and Recreation purposes. The Council also is authorized to accept grants, gifts, donations and testamentary bequests of property and/or property rights and to use its power of eminent domain to acquire property or property rights.

B. The Council shall determine the amount of funds to be used annually the purposes described herein and any acquisition of rights or property. The Council shall also determine what use may be made of any real property or property rights acquired by use of the Park and Recreation Trust Fund. In making its decisions, the Council shall take into account the recommendations of the City Administration, the Planning Commission, the Historic Architectural Review Board, and the Park and Recreation Advisory Council.

C. The Park and Recreation Trust Fund may also be used to acquire real property which has improvements upon it at the time of acquisition, provided that the Council determines the principal purpose of the acquisition is to create, expand or preserve a park or recreation facility or program. In the event the Council shall find it appropriate to apportion the cost of acquisition between open space and improvements, it may do so and charge the Park and Recreation Trust Fund for the approximate value that it deems appropriate relative to open space and the City's capital accounts for the value that it determines attributable to improvements. The deed of any property or property rights acquired with funds from the Park and Recreation Trust Fund shall contain a specific statement reflecting that the property was acquired with funds from the Park and Recreation Trust Fund.

SECTION 3. Funding.

A. The Park and Recreation Trust Fund shall be established and maintained as a separate account in the City's general capital fund and shall be known and designated as the "Park and Recreation Trust Fund." A separate bank and/or investment account shall be opened and maintained for this purpose. The Council may invest funds in the Park and Recreation Trust Fund annually or periodically. Funds in the Park and Recreation Trust Fund shall be used solely for the purposes set forth in this Chapter.

B. The first deposit to this Park and Recreation Trust Fund shall be one half the proceeds from the sale of the property known to all as the Antietam Lake Parcel. The Park and Recreation Trust Fund shall also be permitted to accept grants, gifts, donations and testamentary bequests. The funds accumulated within the Park and Recreation Trust Fund may be utilized to acquire all types of interests in real property, including but not limited to, fee simple acquisitions, easements, licenses, and/or development rights or any other lesser interest in real estate in the City or outside the City for the purposes as provided in this Chapter or as a down payment for the issuance of bonds for the same purpose at the discretion of the Council. Any and all interest accruing shall remain in the Park and Recreation Trust Fund and may be utilized for the above-described purposes.

SECTION 4. Disposition of Property or Other Property Rights. No property or rights acquired with funds from the Park and Recreation Trust Fund shall be sold or otherwise disposed of by the City unless the Council has authorized such disposition through the enactment of an ordinance.

SECTION 5. Review. Every two (2) years, the Council shall review its activities and issue a report with recommendations and conclusions concerning the future use and disposition of the Park and Recreation Trust Fund.

SECTION 6. All ordinances of the City of Reading, which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of such inconsistency.

SECTION 7. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

SECTION 8. This ordinance shall be effective ten (10) days after its adoption and approval by the Mayor, or repassage by City Council over the Mayor's veto, in accordance with Section 219 of the City of Reading Home Rule Charter, or as set forth in Section 221 of the City of Reading Home Rule Charter.

Enacted _____, 2007

President of Council

Attest:

City Clerk

(Council Staff & Legislative Aide Committee)

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

BILL NO ____-2007
A N O R D I N A N C E

AMENDING THE CODIFIED ORDINANCES OF THE CITY OF READING CHAPTER 1, PART H, EXHIBIT A PURCHASING PROCEDURES, BID SOLICITATION, EVALUATION AND AWARD PROCEDURE, 11.4 BID AWARD AND ADDING 11.5 OTHER ACTIVITIES REQUIRING CITY COUNCIL APPROVAL VIA ORDINANCE.

**NOW, THEREFORE THE COUNCIL OF THE CITY OF READING
HEREBY ORDAINS AS FOLLOWS:**

SECTION 1. Amending the Codified Ordinances Chapter 1, Part H, Exhibit A Purchasing Procedures, Bid Solicitation, Evaluation and Award Procedure, Item 11.4 Bid Award and adding 11.5 Other Activities Requiring City Council Approval via Ordinance as follows:

11.4 BID AWARD:

11.4.1 It is the policy of the City to make awards to the vendor who meets the specifications for the items or services to be purchased at the lowest cost. Factors such as delivery time, quality, operating and maintenance costs, service, etc., as well as initial price, should be taken into consideration in determining the lowest cost vendor.

11.4.2 The department director shall review all bids and make a recommendation to the purchasing manager by completing the "Recommendation to Award Contract" form. If the purchasing manager does not agree with the recommendation of the department director, the award will be referred to the purchasing committee for determination.

11.4.3 The Director of Finance shall review the recommendation to ensure an award is compatible with the budget.

11.4.4 The Managing Director shall approve all recommendations.

11.4.5 The Mayor shall have final approval of contracts under ~~\$50,000~~ **\$25,000**.

11.4.6 City Council shall award or reject all contracts exceeding ~~\$50,000~~ **\$25,000**.

11.5 OTHER ACTIVITIES REQUIRING CITY COUNCIL APPROVAL VIA ORDINANCE¹:

- 1. Salary increases that were not approved in or included in the budget for the fiscal year and fall outside the labor contract for union employees.***

¹ Already set forward under Administrative Code Section 1-186 Fiscal Provisions, Part 3. Regulations Concerning Appropriations and Transfers, Item G.

2. *All expenditures not approved and listed in the operating or capital budgets for the fiscal year.*

SECTION 2. This Ordinance shall become effective ten (10) days after its approval, in accordance with Section 221 of the City of Reading Home Rule Charter.

Enacted _____, 2007

Vaughn D. Spencer, President of Council

Attest:

City Clerk

(Council President Spencer)

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____